



WoodsWISE

Incentives to Stewardship Enhancement



Landowner Instructions – Forest Management Plans:

Once you have received the completed Forest Management Plan from the Stewardship Forester you hired, you will need to:



1. Review the Forest Management Plan
 - a. Do you understand it?
 - b. Does it accurately state your objectives?
 - c. Do the recommendations meet your goals and needs?
2. Sign the Landowner Stewardship Pledge included in the Plan, which affirms that you accept the plan provided by the Stewardship Forester, and agree to implement its recommendations.
3. Pay the Stewardship Forester.
4. Provide the Stewardship Forester with all the paperwork need to submit your Claim for Payment:
 - a. A completed Claim for Payment form. Make sure you sign it and include your correct address, and your Social Security number.
 - b. Proof of payment. This may be copy of the cancelled check(s), or other acceptable written documentation. Your Stewardship Forester may supply an Affidavit for you to sign that will be acceptable in lieu of Proof of Payment.
 - c. A copy of the signed Landowner Stewardship Pledge.Make sure you keep a copy of all documents/records for your files.
5. Your Stewardship Forester will supply the remaining information:
 - a. A completed and signed Stewardship Forester Certification form.
 - b. A copy of the Forester's bill, marked "paid" and initialed/signed by the Forester.
 - c. A copy of the plan for review by the Maine Forest Service.
6. Your Stewardship Forester will submit all the required information to the Maine Forest Service District Forester. If the Plan meets the WoodsWISE program guidelines, the District Forester will approve the payment.
7. Once the payment is approved by the Maine Forest Service District Forester, the paperwork travels through the State of Maine accounting system. It will take approximately 1 month from the time the plan is reviewed and approved for you to receive your payment.

Questions? Please call Judy Tyler at the Maine Forest Service at (207) 287-2791.